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25 MAY 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement Regulation

We met with [REDACTED] on 15 May to review draft sections on the critical parts of this regulation and should have a complete draft for advance distribution on Monday, 25 May. Formal coordination will be undertaken after this draft is reviewed with you on 26 May. The 1 June deadline for completion of coordination will be tight and if any unusual problems are encountered, we may need some extra time to resolve them.

2. Average Grade Controls

In response to Action Memo A-378, Chief, SWD has put increased emphasis on reviewing staffing complements to identify jobs which can be downgraded to complete an initial adjustment before 30 June. In particular, he believes that a number of clerical jobs can be reduced from GS-5 to GS-4 and GS-3. Also, more realistic job ladders can be provided in offices where the journeyman rate is GS-12 or GS-13 but the practice is to recruit at GS-9 and GS-11; establishment of jobs at the lower trainee levels will reduce the average position grade in these offices and will also provide a position grade structure more consistent with recruitment practices. Finally, he believes that a more specific identification of clerical, semi-professional, and professional positions can be accomplished which will clarify recruitment requirements and probably produce some grade realignments.

We are reviewing expired [REDACTED] for updating and re-publication. The average grade control principle established in this notice was incorporated in a revision of [REDACTED] which is in process of Agency coordination. We are also preparing a notice establishing the "reverse PRA" ground rules described in our weekly report of 2 March 1964; these are a little more restrictive than the two-grade "underslotting" rule stated in Action Memo [REDACTED] two-grade under slotting would be authorized at GS-11 and below, but only one-grade underslotting at GS-12 and above. However, provision would be made for justifiable exceptions.

3. Briefing of DECI on "Hump Problem"

General Carter has asked that we prepare a short briefing to bring him up to date on the current status of the "hump problem." We last covered this with him in connection with our presentation for the House Armed Services Subcommittee which considered our early retirement bill.

The Plans and Review Staff is preparing this briefing which will last for 15-20 minutes. Our target date for completing it is 2 June; an appointment with General Carter on or about that date will be set at his convenience.

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